



## Madison County Building Department

410 N. Main St, Madison VA 22727; Phone: (540) 948-6102

Mailing address: PO Box 1206, Madison VA 22727

Website: [www.madisonco.virginia.gov](http://www.madisonco.virginia.gov)

# Commercial Plan Review Submittal Guide & Check List

- E & S Plan; Stormwater Management Plan; performance bond
- Town or County Zoning Permit
- Site Plan
- VDOT entrance approval letter
- Completed permit application (s), available on the County website
- Virginia Department of Health construction permits for well and septic -or- RSA approval for water and sewer connections.
- Geotechnical investigations shall be conducted in accordance with the Virginia USBC and a copy of the findings shall be submitted with the plans.
- Two sets of plans with USBC code citation, use group and construction type listed; an electronic (PDF) set of plans is also required.  
Plans shall be drawn at a 1/4 inch scale.  
Plans are also required for all Trade work (mechanical, electrical, plumbing, fire safety).  
The plans shall fully describe all work to be performed.  
Truss documents and layouts must be submitted with the plans, including any manufactured floor system layout and calculations.  
The plans must also include all energy efficiency documentation.  
Plans shall be stamped/sealed by a Virginia Registered Design Professional.
- A Statement of Special Inspections shall be submitted when required by the Virginia USBC (available on the County website).
- The Asbestos Certification Form (available on the County website) and the Asbestos Inspection Report shall be submitted for renovations or alterations to all buildings constructed before Jan. 01, 1985.
- If the project is in a *special flood hazard area* (flood zone), all requirements of section 1612 of the Virginia USBC shall be met, along with ASCE-24 and the Madison County Flood Protection Ordinance.

2018 Virginia Uniform Statewide Building Code (effective date: 07-01-2021)